

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

LAW CLERK - PRO BONO **Civil Litigation Section**

The Law Clerk will be assigned to the Litigation Division. The Law Clerk will be responsible for investigation, analysis, and assistance with litigation. This is a part-time (15-20 hours per week) pro bono position.

Principal Duties

- Working directly with attorneys in the Civil Litigation Section.
- Significant research and writing responsibilities relating to employment, civil rights and administrative cases.
- Perform other duties of the office as may be assigned from time to time.

Qualifications

- Currently enrolled or recently graduated from an accredited law school.
- Excellent communication skills required, including the ability to relate effectively, both orally and in writing to legal and non-legal individuals.
- Ability to identify, analyze and resolve legal issues related to cases.
- Excellent legal research and writing skills, with emphasis on clear, persuasive legal analysis and writing.
- Organizational skills sufficient to handle a large caseload. Strong ability to multi-task.
- Good computer skills, including Microsoft Office and Westlaw.